



CORR-Agriculture Operations Officer

Characteristics of Work

This is entry-level professional work involving the instruction of penitentiary inmate workers in the techniques of animal and poultry management, seeding, tending, and harvesting crops. The work includes maintaining records pertinent to the agricultural program; planning and directing the maintenance and repair of equipment; and supervising the application of fertilizers, herbicides, and insecticides. Incumbents assign and direct the activities of inmate workers assigned to the program and in so doing, must be knowledgeable of security procedures and in the use of firearms. Incumbents are supervised by an Agri-Operations department head.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Plans and coordinates the activities of inmate workers assigned to the agricultural program.

Instructs and supervises inmate work crews in agricultural production methods.

Instructs and supervises inmate work crews in the operation and maintenance of machinery utilized in the agricultural production process.

Maintains discipline among inmate workers and administers all security procedures appropriately.

Participates in planning, organizing, and implementing agriculture programs.

Maintains production reports and records of work accomplished, and agricultural supplies utilized.

Enters into computer all parts purchases, fuel usage, and maintenance work orders.

Maintains inventory of assigned tools.

Receives quotes on tools and parts.

Orders parts for farm operations equipment.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Supervises inmates in field work activities.
2. Maintains equipment and materials.
3. Purchases tools and equipment.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a four year high school, or equivalent (GED).

AND

Experience:

One (1) year experience related to the above-described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.